

ID	Product Description	Work stream	Lead Officer	Deadline	What's Needed on Day1	Key Risks	Key Decision Required	Resources	Status RAG	Change since last report (improved, same, worse)	Comments if status is Red
FLS 053	Economic Assessment/ Strategy	FLS	Alistair Cunningham		Single strategy for Wiltshire		Member decision				
FLS 054	Local regenerations	FLS	Alistair Cunningham		Ensure business as usual						
IT 005	Email	IT	Andy Hutchinson	Nov-08	Top level exchange environment on new domain. Trust relationships to existing systems. Active Directory created and functional	Delays from infrastructure issues. Unknown technical issues. Delays in Active Directory deployment.	Detailed service structure required with full scope of applications required by 2008 to allow appropriate lead in for network design				
RES 004	Appoint s 151 officer	Resources	Carlton Brand		S 151 officer and appropriate support structure to deliver s 114 of local government finance act 1972		Appointment of s 151				
RES 005	Financial management staff structure to be in place	Resources	Carlton Brand		S 151 officer and appropriate support structure to deliver s 114 of local government finance act 1972		Appointment of key staff				
IT 008	ICT security systems	IT	Chris Christensen		WAN Secured, full AV and firewall boundary security in place, Web and Email content sweeping. Agreed security policy.		Detailed service structure required with full scope of applications required by 2008 to allow appropriate lead in for network design				
FLS 019	Audit of Car Parking Order and Agreements	FLS	Chris Major		Assurance that existing order will transfer to new council						
FLS 020	County-wide car parking strategy	FLS	Chris Major		Strategy with developed procedures and charging policies						
HR 008	Development of staff	HR	Deborah Griffin		Workforce development plan						
HR009	HR Structure	HR	Deborah Griffin		The provision of a centrally managed HR service. County-wide HR Lifecycle/Payroll team located within SST providing joint services to all Wiltshire county staff. Recruitment Team working as a single team to a standard way of working. All other HR staff to continue to be based at existing work locations operating existing service delivery arrangements. Structure for final HR Service agreed and plan in place for delivering a transformed HR service by 2010. Head of HR appointed and in place. Decisions made on positioning of L&D, Health & Safety and Occupational Health functions	Identified in Risk Register	Which HR services sit within SST				
HR010	HR Processes	HR	Deborah Griffin		Key transactional processes will operate within SST. Non SST transactional processes will operate as usual. Plan developed for standardised approach for other transactional activities based on lean principles	Identified in Risk Register					
HR011	HR Technology	HR	Deborah Griffin		SAP system operates for County and District transactional activities (where part of SST). E-recruitment system used for all authorities. EDRMS used for new HR service for all new recording processes	Identified in Risk Register					
FLS 007	Strategic housing governance arrangements	FLS	Derek Streek		Clear understanding of decision making process, reporting arrangements and accountability						
FLS 008	Housing - Policies, practices and procedures	FLS	Derek Streek		Harmonise policies (affordable housing strategy and global S106 agreements; joint homelessness strategy; joint allocations policy), practices and procedures including approach to housing repairs and communication with tenants		Member approval				
FLS 009	Choice based lettings	FLS	Derek Streek		delivery of choice based lettings scheme including statutory consultations		Member approval				
FLS 010	Housing - Transfer of ownership / change of landlord	FLS	Derek Streek								
FLS 011	Strategic housing market assessments	FLS	Derek Streek		Complete strategic assessment for whole of Wiltshire to comply with LDF legalities						
FLS 012	Housing - Contractual arrangements	FLS	Derek Streek		Review all existing contractual arrangements e.g. LSVT agreements		Appropriate member and officer consent				

FLS 013	Housing Enabling Function	FLS	Derek Streek		Build programmes detailed in Wiltshire Housing Strategy						
FLS 014	Single Housing Investment Pot	FLS	Derek Streek		Agree major Regeneration projects and growth bids						
FLS 015	Rent Levels	FLS	Derek Streek		Notice and letter to tenants regarding rent increases						
FLS 035	Mapping exercise of existing protocols for travellers	FLS	Derek Streek								
FLS 036	Formulate consolidated strategy / protocol for travellers	FLS	Derek Streek		Consistent approach with clear policies and procedures						
FLS 004	Local development scheme	FLS	Georgina Clampitt Dix		An agreed Local Development Scheme		Member approval				
FLS 005	Planning policy framework	FLS	Georgina Clampitt Dix		Series of existing plans adopted and owned by new council		Member decision				
FLS 045	Policy on planning obligations and developers' financial contributions	FLS	Georgina Clampitt Dix		Adoption of interim policy on planning obligations and developers' financial contributions including consideration of Community Infrastructure Levy		member decision				
FLS 047	Building Control - Review of existing arrangements and prepare process reengineering	FLS	Glyn Jackson		BC process map and charter setting out how to make applications & ensure BC services are in place						
FLS 048	Building Control fee policy	FLS	Glyn Jackson		Fees harmonised and set to cover cost of services in a 3 year rolling programme		member decision				
FLS 049	Building Control - Marketing	FLS	Glyn Jackson		Marketing of new service	Loss of business to competitors					
RES 007	Harmonise policies and CRM systems across the county	Resources	Ian Brown	All documents, forms and correspondence to be redesigned for 1st april 08	Consistent policies, processes and approaches across the county for dealing with and responding to council tax queries, non-domestic rates and housing benefits. To have issued all council tax bills, non-domestic rates and benefit notification letters with the appropriate logo, telephone numbers and e-mail addresses.	Inconsistent approach due to lack of staff understanding or limited access to IT systems	Agree policy on Discretionary Rate Relief	Training of staff to deliver a consistent approach			
RES 008	Inform all residents of arrangements .To have issued all council tax bills, non-domestic rates and benefit notification letters with the appropriate logo, telephone numbers and e-mail addresses, together with an appropriate council tax leaflet.	Resources	Ian Brown	New logo available from October 2008.All bills issued in time for collection by direct debit on 15th April	Determine where and how payments may be made at Council Offices and whether payments may be accepted on behalf of other former districts.	Payments go missing or are delayed in reaching correct destination.	How to deal with payments and cash				
RES 011	Establish Legal Services Unit	Resources	Ian Gibbons		Adequate legal advice for the new authority i.e. members and services	Inadequate service to clients leading to complaints and legal challenge					
CL&G 001	Draft constitution for new council	CL&G	Ian Gibbons		Constitution, including composition of Cabinet, and Committees, schemes of delegation, must be in place.		Council to agree final constitution in March 2009	Within existing resources			
CL&G 002	Scheme of delegation to officers and committees	CL&G	Ian Gibbons		Scheme of Delegation		Council to agree scheme of delegation in March 2009				
CL&G 007	Council to agree composition and membership of Executive	CL&G	Ian Gibbons		Executive with established powers and portfolios timetable		Council to agree Executive composition, membership and powers				
IGOV 001	Risk Management Strategy and Policy in place	Internal Governance	Jan Collins		New council needs appropriate risk management arrangements in place to meet the needs of Use of Resources KLOE		component design of services to service plan level required	Officer time			
IGOV 002	Strategic risk register in place	Internal Governance	Jan Collins		Strategic risk register approved by members		Approval of strategic risk register	Officer time			
IGOV 003	Risk management framework in place	Internal Governance	Jan Collins		see above			Officer time			
CF 009	Arrangements for previous numbers	Customer Focus	Jax Taverner		call divers and messages transferred to new numbers						
DCE 001	Ensure continuation of safeguarding services to vulnerable children, young people and families, including looked after children and children with a disability	Children and Families	Jimmy Doyle		Existing responsibilities to transfer as is	Failure to provide this service would be a breach of statutory regulation, could lead to significant harm to children and young people	None				

CL&G 003	Induction programme for members, including planning committees	CL&G	John Quinton		Detailed induction programme which has been well consulted upon	Insufficient budget resource		Needs to be reflected in budget for new council			
CL&G 008	Scrutiny and Audit Committees-establish composition, membership, protocols, call in arrangements and support	CL&G	John Quinton		Scrutiny Committees, with composition, membership and protocols established c/w timetable		Council to agree as part of overall political management structures				
CL&G 009	Member allowances	CL&G	John Quinton		Scheme for member allowances		Built in to overall governance structure				
CL&G 010	Forward Planning	CL&G	John Quinton		Ensure appropriate forward planning processes are in place, including report sign off and vetting; municipal diary						
CL&G 011	Committee Reports	CL&G	John Quinton		system for distribution of agenda, papers etc						
CL&G 014	Training and development provided	CL&G	John Quinton		Members are able to fully discharge their new role		None				
CL&G 020	Outside Bodies representation and External services	CL&G	John Quinton		Appointment of members to outside bodies & clear policy and procedures on external provision of services		Members to appoint				
CF 001	Facilities assessment	Customer Focus	John Rogers		delivery from existing sites ensuring no gaps in provision						
CF 002	Customer Service Strategy	Customer Focus	John Rogers		medium and long term strategy						
CF 003	Telephone contact	Customer Focus	John Rogers		telephone contact systems for emergency customer services 24/7						
CF 004	Corporate customer services standards/ complaints	Customer Focus	John Rogers		Consistent approach with clear policies and procedures						
CF 005	Access to application forms and service information	Customer Focus	John Rogers		full compliance with e-government standards with information regarding each service	service don't deliver					
CF 006	On line booking facilities	Customer Focus	John Rogers								
CF 007	SMS contact	Customer Focus	John Rogers		Continuation in library services only						
CF 008	Customer database	Customer Focus	John Rogers		consistent approach to core information (DPA)	Data protection act					
CF 010	Publication of A-Z of services	Customer Focus	John Rogers		Document covering all services and published on website						
FLS 001	Standardisation of fixed penalty fines	FLS	Laurie Bell		Consistent policy for fixed penalty notices and fines	Sub-optimal, reputational risk	Council wide policy needs to be agreed				
FLS 003	Mapping exercise of charging policies and concessions	FLS	Laurie Bell		Understanding of arrangements across the County NB. Animal Health and Welfare charging	Sub-optimal, reputational risk	County wide strategy needs to be agreed				
BMP 006	Budget Control structure in place	BMP	Les Snelgrove		Detailed budget code book with budget management responsibilities confirmed	Lack of appropriate budget management and control	Staffing and organisational structure must be agreed				
BMP 007	District structures of AP system	BMP	Les Snelgrove		AP system in place to be able to pay invoices	Claims from suppliers for non payment	None	Officer time			
BMP 008	Invoice generation	BMP	Les Snelgrove		Clear policy and consistent approach			Officer time			
BMP 009	Procure cash receipting software and systems supplier	BMP	Les Snelgrove		Ability to collect and receipt cash from various customer access points across the county and feed in to the appropriate coding in oracle	Income not accounted for correctly-arrears recovery and statement erroneous	Appointment of preferred supplier	Included in BMP 002			
BMP 010	Procure cash collection company	BMP	Les Snelgrove		See above		See above	Included in BMP 002			
BMP 011	Procurement policy and protocols	BMP	Les Snelgrove		Budget Control structure in place	Lack of appropriate budget management and control	Staffing and organisational structure must be agreed	16000			
FIN 021	Payment of staff	BMP/HR/Finance	Les Snelgrove/Deborah Griffin/Sandra Schofield		To ensure staff are paid	Incorrect/no payment to staff - financial implications for individuals/poor reputation					
IT 011	Telephone directory and system	IT	Linda Flippance	Oct-08	Ability to take a call from the public from anywhere in the county and route it to the most appropriate place.	Customer Contact workgroup	Detailed service structure required with full scope of applications required by 2008 to allow appropriate lead in for network design				
RES 001	New website in place	Resources	Lorna Mummary		New website up and running for council						
COMSAF 001	Powers of s17 of crime and disorder act to transfer	Community Safety	Lynn Gaskin		Existing responsibilities to transfer as is	None	None	n/a			
COMSAF 002	crime and disorder strategic assessment	Community Safety	Lynn Gaskin		strategic needs assessment needs to be in place	None	Strategic needs assessment agreed by members	Officer time			

	ASB Dispersal powers	Community Safety	Lynn Gaskin		Single policy and protocol for discharge of ASB powers		single policy to be adopted	Officer time			
COMSAF 004	Domestic Violence	Community Safety	Lynn Gaskin		DV co-ordinator in place with single policy	None	single strategy to be adopted	Officer time			
COMSAF 005	Statutory crime and drugs partnership	Community Safety	Lynn Gaskin		Single county wide partnership		None				
COMSAF 001	Powers of s17 of crime and disorder act to transfer	Community Safety	Lynn Gaskin		Existing responsibilities to transfer as is	None	None	n/a			
COMSAF 002	crime and disorder strategic assessment	Community Safety	Lynn Gaskin		strategic needs assessment needs to be in place	None	Strategic needs assessment agreed by members	Officer time			
COMSAF 003	ASBO procedures/ASB Dispersal Powers	Community Safety	Lynn Gaskin		Single policy and protocol for discharge of ASBO powers	None	single policy to be adopted				
COMSAF 004	Domestic Violence	Community Safety	Lynn Gaskin		DV co-ordinator in place with single policy	None	single strategy to be adopted	Officer time			
COMSAF 005	Statutory crime and drugs partnership	Community Safety	Lynn Gaskin		Single county wide partnership		None				
FLS 016	Home Improvement Grants	FLS	Mandy Bradley		Uniform approach to Home improvement Grants and decision as to establishment of Wiltshire Home Improvement Agency						
FLS 017	Disabled Facilities Grants	FLS	Mandy Bradley		Analysis of current DFG delivery and policy for future delivery						
FLS 018	Emergency and environmental Out of hours service	FLS	Mandy Bradley		Review and agree out of hours and social alarm services						
FLS 023	Taxi testing facilities	FLS	Mandy Bradley		Decision re continuation of this discretionary service		decision to continue or not				
FLS 037	Specific service policies e.g. food hygiene and licensing	FLS	Mandy Bradley		Identify and draft appropriate policies		member decision				
FLS 038	Identify status of existing licenses	FLS	Mandy Bradley		appropriate licenses in place						
FLS 039	Licensing database	FLS	Mandy Bradley		Single system for issuing of licenses						
RES002	Electoral registration & systems	Resources	Mark Boden		Consistent approach to managing elections						
EP 001	Transfer of responsibilities under Civil Contingencies Act (CCA).	Emergency Planning	Mark Kimberlin		Existing responsibilities to transfer as is	Failure to comply with the requirements of the legislation	None				
EP 002	Corporate Business Continuity Management Plan (BCP)	Emergency Planning	Mark Kimberlin		A single Business continuity plan for the unitary council	Failure to comply with the requirements of the CCA. Failure to deliver critical services to the public.	Senior management ownership and sign up to the BCP Policy	Officer time, Training and finance			
EP 003	Corporate Emergency Response Plan (CERP)	Emergency Planning	Mark Kimberlin		Updated community assistance plan with named individuals	Failure to respond appropriately may have adverse effects on the safety and wellbeing of the public.	Senior management ownership and sign up to the CERP	Officer time, Training and finance			
EP 004	Emergency Mortuary Plan	Emergency Planning	Mark Kimberlin		Existing responsibilities to transfer as is	Failure to comply with LA responsibilities under the Coroners Act. Failure to comply with the Human Tissue Act	Use of external contractor to manage the EM facility	Officer time, Training and finance			
EP 005	Review designated flood plains and areas prone to flash flooding as outlined by the climate change impact assessment	Emergency Planning	Mark Kimberlin		Authority wide flood response plan		Agree appropriate flood alleviation measures and update flood response plans	Officer time, Training and finance			
EP 006	Site Clearance and Community Recovery Plan (SC&CRP)	Emergency Planning	Mark Kimberlin		Nominate membership and leads for the Strategic Recovery Board, Tactical Recovery Groups and Operational Recovery Teams	Failure to respond appropriately may have adverse effects on the safety and wellbeing of the public and result in long term disruption to the community	Senior management ownership and sign up to the SC&CRP	Officer time, Training and finance			
EP 007	Corporate response arrangements	Emergency Planning	Mark Kimberlin		Identify, nominate and agree Stand By remuneration package for designated Local Authority Incident Officers	Failure to respond appropriately may have adverse effects on the safety and wellbeing of the public and result in long term disruption to the community		Officer time, Training and finance			
EP 008	Humanitarian Assistance Centre (HAC) arrangements	Emergency Planning	Mark Kimberlin		Nominate membership and leads for the Key local authority positions within HAC Plan	Failure to respond appropriately may have adverse effects on the safety and wellbeing of the public and result in long term disruption to the community	Senior management ownership and sign up to the HAC Plan	Officer time, Training and finance			
FLS 006	Planning - Development Control - Governance arrangements, scheme of delegation and consultation arrangements harmonised	FLS	Mike Wilmott		Appropriate delegations and authorities in new councils constitution						

FLS 046	Planning - Governance arrangements and officer delegations	FLS	Mike Wilmott		Establishment of Planning and Regulation Committee, Area Sub-committees and officer delegations		member decision			
CL&G 004	Equalities and Diversity	CL&G	Niki Lewis		Corporate planning framework to incorporate requirements of equalities standard	Reduction in equalities standard level	None			
CL&G 005	Review of informal arrangements e.g. with parish councils and ensure transfer under new arrangements	CL&G	Niki Lewis							
CL&G 006	Community Strategy- recommend to implementation executive/ council that the community strategy be adopted	CL&G	Niki Lewis		Community Strategy in place	If current SCS is not adopted insufficient time and resources to develop a new one	Existing community strategy to be endorsed by the full council			
CL&G 012	Agree number, geographical boundary for each Community Board	CL&G	Niki Lewis		20 community boards membership agreed delegation will not be agreed by day 1	New Council does not adopt those agreed in Feb 2008	Confirm BC number and geographical boundaries			
CL&G 013	Membership and terms of reference agreed	CL&G	Niki Lewis		20 community boards membership agreed delegation will not be agreed by day 1		Final membership and composition agreed			
CL&G 015	Produce VCS policy and protocol including commissioning arrangements. Confirm support and funding arrangements to VCS organisations	CL&G	Niki Lewis		Adopted VCS policy and protocol. Funding for VCS organisations confirmed		Policy to adopted by executive			
CL&G 016	Produce community engagement strategy	CL&G	Niki Lewis		Community engagement strategy with tangible engagement structures		Strategy agreed by implementation executive			
CL&G 017	Community Engagement structures in place	CL&G	Niki Lewis		See above		Structures for community engagement agree and in place			
CL&G 019	Existing LSP closedown	CL&G	Niki Lewis			Loss of good practice				
CL&G 021	Corporate enforcement policy	CL&G	Niki Lewis Stephen Gerrard?		Authorised officers with delegations in place including issuing of warrants		Member decision			
IGOV 006	Freedom of Information	Internal Governance	Nina Wilton		Policy, procedures and systems in place for handling all FoI requests			Officer time		
IGOV 007	Ombudsman	Internal Governance	Nina Wilton		Policy, procedures and systems in place			Officer time		
IGOV 008	Data Protection Act	Internal Governance	Nina Wilton		Policy, procedures and systems in place			Officer time		
IGOV 009	Ethical framework for members and officers	Internal Governance	Nina Wilton		policies and procedures in place			Officer time		
HR 001	Health and Safety Policy and procedures	HR	Paul Collyer		Formulation of policy, strategy and framework for all health and safety issues	Litigation	Strategy agreed by senior managers.			
HR012	Occupational Health Arrangements in place	HR	Paul Collyer		To terminate OH provider contracts being operated by DC's and amalgamate using existing WCC in-house OH service			re-direction of current DC OH spend to bolster in-house resource.		
IT 009	ICT Support Contracts	IT	Peter Morris	Apr-09	Contract arrangements and agreements in place with incumbants.	Failure to agree working arrangements with existing suppliers.	Detailed structure required			
IT 010	IT support	IT	Peter Morris	Apr-09	As above	As above		Officer time		
DCE 003	Ensure continuation of services relating to resources, improvement & young people.	DCE	Richard Parker		Existing responsibilities to transfer as is	Failure to provide these services could lead to a breach of statutory regulation	None			
HR 002	Senior Officer appointments	HR	Richard Woodroffe		Executive Directors in place	Litigation Continuity of programme of all external appointments	DCLG Guidance Member decisions on policies			
HR 003	Organisational Structure	HR	Richard Woodroffe		Job Descriptions and gradings Issue employment contracts Consultation with unions	Litigation				
HR 005	Terms and conditions	HR	Richard Woodroffe		Review of policies, terms & conditions and determine whether to continue and negotiate change if withdrawn e.g. Lease cars	Litigation	decision to continue or not			
HR 006	Policy & review for CRB checks	HR	Richard Woodroffe		All appropriate staff CRB cleared Counter-signatories approved by CRB	Staff are not CRB cleared - bad publicity and serious risks to vulnerable service users				
HR 007	Component design	HR	Richard Woodroffe		Formally agreed structure with job descriptions		Consultation with unions			

HR 004	Transfer of staff	HR	Richard Woodroffe		Induction and training for all staff Manage dismissal process Pension harmonisation	Litigation	DCLG Guidance Member decisions on policies To terminate OH provider contracts being operated by DC's and amalgamate using existing WCC in-house OH service.	re-direction of current DC OH spend to bolster in-house resource.			
FLS 030	Review of partner arrangements with Crems	FLS	Robin Townsend		Amend arrangements where necessary to ensure continuation						
FLS 031	Completion and continuation of major projects for green spaces	FLS	Robin Townsend		Continuation		Accelerator project already approved				
FLS 032	Country Parks	FLS	Robin Townsend		register of assets and transfer						
FLS 050	Leisure Centres	FLS	Robin Townsend	Oct-08	Review and agree contract arrangements with external provider. Review strategic need across county (Sport England).		Member Decision				
FLS 051	parks, open spaces, football pitches, school sites, play strategy	FLS	Robin Townsend		Standardised play strategy for Wiltshire and use of facilities policy		Member decision				
FLS 034	Environmental contracts	FLS	Robin Townsend ?		Review / mapping of existing service provision. Continuation / renegotiation of contracts to ensure service continuity						
COM 001	Corporate Identity	Comms	Saira Khan	Overdue	Corporate Identity	Implementation delayed	Decision on whether to change or not and if so, what this should be (see branding paper submitted to JIT in March 08, still no decision)	Upto £200k depending on the decision			
COM 002	Corporate approach for corporate identity, vehicle livery, stationery, properties, plant and equipment	Comms	Saira Khan	Overdue	Corporate decision on implementation of new brand	Public facing property (buildings, vehicles, printed literature) with districts IDs still in circulation	Decision on whether to change or not and if so an agreement of what needs changing when (see branding paper submitted to JIT as above)	This will depend on what is decided needs to be changed. Please request this from service managers, eg. Livery costs from fleet manager? Or property managers for buildings			
COM 003	Promotion of new council	Comms	Saira Khan	Phase 1: Autumn 08 to March 09 Phase 2 April 09 and beyond		Confusion amongst the public as to who they should contact	An agreement to resource the transitional comms strategy (Phase 1) and funding made available for Phase 2 - reputation raising campaign	Phase 2 estimated at £50k			
COM 004	Press protocol	Comms	Saira Khan	Already exists	Press protocol in place	The existing protocol does not address the future area boards. We will incorporate this when the decision on area boards, i.e., how they will function is made.					
COM 005	Council spokespersons	Comms	Saira Khan	Already exists	Identify key spokespersons at member and officer level	As above. Member & officer responsible not yet identified for area boards as yet.					
COM 006	Communication Channels	Comms	Saira Khan	Already identified	Channels identified and messages ready to go out						
COM 007	Access of information	Comms	Saira Khan	Already exists	Provision of info in alternative formats, languages etc	DDA, equalities standard risk					
COM 008	Photo library	Comms	Saira Khan		Consolidation of existing councils' resources into single database. Policy & procedures for usage	The existing protocol does not address the future area boards. We will incorporate this when the decision on area boards, i.e., how they will function is made.	Resource decision for phase 1 and phase 2.				
COM 010	Removal of old public documents	Comms	Saira Khan		All centres with new branding and docs	This may be delayed as there has been a delay in decision re. corporate ID/branding. Also as not all material is identified, we can't be sure that they are replaced.	As above for corp ID/branding/implementation	Cannot be estimated by comms as each this not done corporately, but by individual managers			

COM 011	Public documents	Comms	Saira Khan		Definitive list of all leaflets requiring branding and updating	Exercise started, but returns are poor to non-existent. This has been abandoned as no useable information came out of the exercise					
FIN 016	Final Corporate Policy and Budget Framework agreed	Finance	Sandra Schofield		Corporate Planning Framework to established to inform medium term strategy, financial plan and service planning framework	Existing policy framework may not be fit for purpose for unitary council	Vision, values and broad policy framework to be endorsed by the new council				
FIN 017	Draft MTFS for 2009/10 onwards	Finance	Sandra Schofield		Medium term financial plan and budget for 2009/10		MTS to be agreed for consultation				
FIN 018	Consultation on MTFS priorities	Finance	Sandra Schofield		Medium term financial plan and budget for 2009/10		None				
FIN 019	Agree final MTFS	Finance	Sandra Schofield		Medium term financial plan and budget for 2009/10		Agree final MTS and Budget				
FIN 020	Procure supplier for banking services	Finance	Sandra Schofield		New Council must have a bank		Appoint preferred supplier				
IGOV 010	Complaints	Internal Governance	Sarah Butler		Policy, procedures and structure in place			Officer time			
IGOV 011	Complaints	Internal Governance	Sarah Butler		Lagan and Crystal reporting infrastructure in place		Funding and development approval	Steria and CICTU support for development			
CL&G 018	Confirm support to Partnership	CL&G	Sharon Britton								
DCE 002	Ensure continuation of strategic planning and management of education and school responsibilities	DCE	Stephanie Denovan		Existing responsibilities to transfer as is	Failure to provide this service would be a breach of statutory regulation.	None				
RES 003	Undertake an analysis of all proper officer roles required for unitary council and ensure appointments are in place	Resources	Stephen Gerrard		All proper officers to be appointed	Non delivery of a statutory function or duty	None				
RES 009	Translation of legislative arrangements	Resources	Stephen Gerrard			Litigation	DCLG Guidance Member decisions on policies				
RES 010	Appoint CX/ Returning Officer	Resources	Stephen Gerrard		CX in place		Implementaion Exec / New council decisions on structure & recruitemtn protocol				
IGOV 004	Audit Plan	Internal Governance	Steve Memmot					Officer time			
IGOV 005	Audit function	Internal Governance	Steve Memmot		Appropriate audit function established and requirements of regulations and use of resources KLOE fully met			Officer time			
IT 006	IT Strategy	IT	Tim Gregory		Provision of core ICT services to council and all its services.		Approved by members				
IT 004	ICT structure in place	IT	Tim Way	Oct-08	Resilient WAN fibre ring, with connections to existing district and county networks.	Unacceptable lead times from suppliers. Unforeseen and unknown technical issues. Third party contract difficulties.	Detailed service structure required with full scope of applications required by 2008 to allow appropriate lead in for network design				
IT 007	Archiving of non electronic information	IT	Tom Craig								
FLS 040	Review existing policies, practices and charges e.g. enforcement activities, bulky articles charging etc	FLS	Tracy Carter		Harmonised charging and operational policies						
FLS 041	Commercial waste collection-review of current contracts and arrangements	FLS	Tracy Carter		Review coverage, policies & charges for trade waste service						
FLS 042	Recyclables	FLS	Tracy Carter		Review existing arrangements & agree model for further expansion of service						
FLS 043	Kerbside recycling	FLS	Tracy Carter		Harmonise list of acceptable materials & communications activities / literature						
FLS 025	Operating licence for fleet	FLS	Tracy Carter & Mark Smith		Full review of existing fleet, systems and operating instructions to ensure adherence to licence requirements.						
FLS 026	Review and renegotiation of fleet contracts	FLS	Tracy Carter & Mark Smith		Contracts in place for all fleet services						
FLS 033	Markets	FLS	Tracy Carter & Mark Smith		Market Strategy which covers each local area	Area structures may not be finalised by Apr-09					
COM 009	SLA's Schools	Comms		?????	Communicate any new arrangements to schools						

FLS 021	Concessionary Travel detailed discussions/ negotiations with operators	FLS			Clarified and amended policy in place						
FLS 022	Home to School Transport	FLS			Transfer of all current operations as is	Reputational risk					
FLS 024	Review of all transport arrangements to support services e.g. couriers, library stock	FLS			Consistent approach to service						
FLS 027	Consolidation of H & T inventory	FLS			Complete inventory of information including agreed methodology and systems for street naming and numbering, gazeteers and GIS systems.						
FLS 055	Event coordination and safety	FLS			Plans in place for management of support, eg. Police liaison, road closure, traffic management		Planned events schedule				
RES 012	Mail forwarding and capturing	Resources			all mail to former addresses forwarded to appropriate location						
RES 013	Contingency planning for high volume/ high risk services e.g. council tax, emergency duty cover	Resources			plan in place						
PERF 001	Corporate performance framework to be in place	Performance	Sharon Britton		Corporate performance framework and system in place	reduction in performance levels	None	Officer time			
PERF 006	Undertake use of resources health check using KLOE	Performance	Sandra Schofield		Health check signed off			Officer time			